

2015 Arkansas Child Nutrition Directors Certification Program Requirements

Administration:

The Arkansas Department of Education (ADE), Child Nutrition Unit (CNU) administers the Arkansas Child Nutrition Directors Certification Program.

Definition of Child Nutrition Director:

Child Nutrition (CN) Director – The local education agency (LEA) or school district employee who administers a school district's federal child nutrition program through the interpretation of state and federal regulations with responsibilities for or supervises individuals who perform the following functions: menu planning and production, nutrition, procurement, personnel management and financial management and accountability. The Child Nutrition Director coordinates and directs the required training for the child nutrition program personnel. This can be a director of a single site or multi-site federal child nutrition program in public or charter schools. The CN Director receives general supervision from local school administration. This person provides administrative supervision over all child nutrition employees, including managers, workers, and clerical staff.

Certification Requirements:

Certification requirements include acceptance into the program and successful completion of the following by October 15, 2016.

1. Educational Requirements:

- a. High School Diploma or GED
- b. One of the following advanced trainings:
 - i. Manager Certification Certificate. See Managers Certification Program information for requirements for Manager Certification Certificate. Directors, who have completed Part 2 of the course work for Managers Certification, may apply for admission to the Directors Certification program.
 - ii. Certification documentation as a Dietetic Technician, Certified Dietary Manager, or Registered Dietitian.
 - iii. Associate Degree in Foods/Nutrition or Food Service Management or related field.
 - iv. Bachelor's Degree in Family & Consumer Sciences, Food Service Management, Hotel/Restaurant Management, Nutrition or related field.

2. **Recommendation:** Each trainee must have a recommendation from the current superintendent of the school district. The recommendation is located on page 2 of the *Application for Acceptance - Child Nutrition Directors Certification Training*.

3. **Directors Certification Basic Course:** Successful completion of the following classes:

- Program Accountability and Policy Development
- Menu Planning and Production
- Procurement/Purchasing
- Financial Management
- Personnel Management
- Equipment and Facility Organization and Planning
- Computer Technology
- Marketing

Attendance Requirement: All classes must be completed to receive credit for the course. Illness or death in the family is the only excused absence. Any days or partial days missed must be taken the following year or the entire training repeated if space is available.

4. **Three Distance Learning Classes** – The trainee must participate in three of the distance learning classes offered by ADE/CNU.

COMPLETION OF THE COURSE WORK BY OCTOBER 15, 2016, IS THE RESPONSIBILITY OF THE PROGRAM PARTICIPANT. ADE/CNU WILL ASSUME NO RESPONSIBILITY FOR MONITORING AND NOTIFYING PARTICIPANTS OF THE DEADLINE. If certification is not completed by the deadline, **NONE** of the course work will count toward certification. The application process and all requirements must be repeated for completion and certification of the individual.

Continuing Certification Requirements:

1. Minimum Hours Required:

A minimum of 12 hours of continuing education will be required each year in order to maintain Director Certification status. These hours can be earned by participating in ADE/CNU Annual Directors Conference or any workshops conducted or approved by ADE/CNU. Approval will be granted for training provided by the following sources: United States Department of Agriculture (USDA), National Food Service Management Institute (NFSMI), Arkansas School Food Service Association (ArSFSA), School Nutrition Association (SNA), Dietary Managers Association (DMA), Arkansas Dietetics Association (ArDA) or the American Dietetics Association (ADA). Training from any other professional organization can only be counted with prior approval.

2. Documentation of Hours:

After initial certification, each Certified Director is responsible for maintaining a personal file with original documentation of hours for continuing certification requirements. Only copies of this documentation shall be submitted to ADE/CNU; after data entry these copies will not be maintained.

APPLICATION AND ACCEPTANCE PROCESS:

1. Complete *Application for Acceptance* Form.

- a. Attach copy of the following:
 - i. High School Diploma or General Equivalency Diploma (GED)
- b. Documentation of one of the following advanced trainings:
 - i. ADE/CNU Manager Certification. If applicant has not completed manager certification requirements, attach certificate of attendance for Part 1 and Part 2 Managers Training.
 - ii. Certification as a Dietetic Technician, Certified Dietary Manager, or Registered Dietitian.
 - iii. Associate Degree in Foods/Nutrition or Food Service Management or related field.
 - iv. Bachelor's Degree in Family & Consumer Sciences, Food Service Management, Hotel/Restaurant Management, Nutrition or related field.

Note: It is the applicant's responsibility to submit application with the required attachments. It is not the responsibility of the ADE/CNU staff to locate these documents. Applications submitted without these attachments will not be considered for admission into the certification program.

c. Submit application and documentation by May 4, 2015 to:

ADE Child Nutrition Unit
2020 West 3rd Street, Suite 404
Little Rock, AR 72205
Attn: Wynona Bryant-Williams, Ph.D.

2. Letter of acceptance into the Directors Certification Training course and registration form will be mailed to applicants that qualify for the program.
3. The completed *Registration Form Child Nutrition Directors Certification Training*, a letter of acceptance into the Directors Certification Training course and the registration fee must be mailed by **June 1, 2015** to:

University of Central Arkansas
Division of Academic Outreach & Extended Programs
201 Donaghey Ave.
BHCC 102
Conway, AR 72035-5003

Based on available resources ADE/CNU reserves the right to limit the CN Directors Certification Program participants.

MAINTENANCE OF CERTIFICATION:

Each certified director is responsible for submitting documentation of 12 hours of continuing education to ADE/CNU by July 1 each year.